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# Creating a myconneCT Username

## Tutorials

Tutorials to provide assistance with functionality included within **myconneCT**

- > [How do I create a username?](#)
- > [How do I file a Sales Tax return?](#)
- > [More Tutorials](#)

## File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > [File 1099-MISC/CT-1096](#)
- > [Find a Submission](#)

## Additional Links

Navigate to other relevant DRS Sites

- > [New Business/Need a CT Registration Number?](#)
- > [TSC Homepage](#)

[DRS Home](#) [CT.gov Home](#) [Feedback/Questions](#)

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The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.



Click the **Create a Username** hyperlink.

[Log in](#)[Forgot Username or Password?](#)

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### File 1099-MISC

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## Create a Username

[Create a Username](#)

Step 1: Overview

### Create a Username Requirements

In order to create a username you must have the following:

1. The taxpayer's Connecticut Tax Registration Number
2. The taxpayer's last name or business entity's legal name
3. One of the following
  - PIN number - This was mailed to the address on file after registering the first time or is available through Taxpayer Service Center (TSC) access
  - Letter ID - Displayed on most Connecticut Department of Revenue Services (DRS) correspondence
  - One of the last 3 payments you made to the DRS
  - One of the last 3 return tax due amounts already reported to the Connecticut DRS

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## You will need your:

- Connecticut Tax Registration Number
- Last name or business entity's legal name
- A piece of shared information between you and DRS:
  - PIN
  - Letter ID from DRS correspondence
  - Tax due from a recent return, or
  - Recent payment amount

# Where can you find your PIN information?

## Current TSC Users:

### Main Menu

Organization Name: ABC Plumbing LLC CT REG: 1234567000  
Business Trade Name: ABC Plumbing and Heating

BE ADVISED: For certain tax types, the TSC will be ending and you will need to begin using myconneCT. To begin using myconneCT, you will need:

1. Your CT REG from above: 1234567000
2. Your organization name: ABC Plumbing LLC
3. Your myconneCT PIN: 55337

\*\*\*For more information on myconneCT, [click here](#).

## New Taxpayers:



### STATE OF CONNECTICUT DEPARTMENT OF REVENUE SERVICES

450 COLUMBUS BOULEVARD, SUITE 1 HARTFORD, CONNECTICUT 06103-1837

### Taxpayer Service Center PIN Notification

TSC TEST ACCOUNT 1  
TSC TEST ACCOUNT 1  
450 COLUMBUS BLVD  
HARTFORD, CT 06103-1835

CT TAX REGISTRATION No.: XXXXX714-001  
CORR. ID: 2000039196936  
DATE: 03/04/2020

Dear Taxpayer(s):

The Department of Revenue Services (DRS) has assigned you a Personal Identification Number (PIN). Your PIN 55337 may be used **only** in conjunction with CT Tax Registration Number ending XXXXX714-001 to give you access to the state's interactive electronic **Taxpayer Service Center (TSC)** located at [www.ct.gov/DRS](http://www.ct.gov/DRS). You will find your full CT Tax Registration Number on most correspondence or tax forms sent to you by DRS.

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## Create a Username

Create a Username

## Select Your Access Type

☐**Standard User**

Business owners and authorized users who need to file and pay for their own business tax accounts as well as other clients; and do not need access to bulk upload options.

\*

☐**Third Party Bulk Filer (TPBF)**

Taxpayers that are Paid Preparers, who file for themselves as well as others, and need to bulk upload returns or payments on behalf of their clients as well as manage tax accounts for themselves and their clients.

\*

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Select the option that applies to you

- **Standard User:** You are the business owner or responsible party
- **Third Party Bulk Filer:** You file and pay for others, as well as yourself

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## Create a Username

### Create a Username



### Select Your Access Type

- ☒ **Standard User**  
Business owners and authorized users who need to file and pay for their own business tax accounts as well as other clients; and do not need access to bulk upload options.
- ☐ **Third Party Bulk Filer (TPBF)**  
Taxpayers that are Paid Preparers, who file for themselves as well as others, and need to bulk upload returns or payments on behalf of their clients as well as manage tax accounts for themselves and their clients.

### Verify Your Information

Enter your Connecticut Tax Registration Number (do not include the dash)

30459035000

Enter legal business name or taxpayer's last name

ABC COMPANY LLC

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Enter your Connecticut Tax Registration Number and your business's legal name.

If you are a sole proprietor, enter your last name.

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## Create a Username

### Create a Username



Enter the details of the shared information.

### Verify Your Account Information

Select a validation method

Pin number

Pin number

97338

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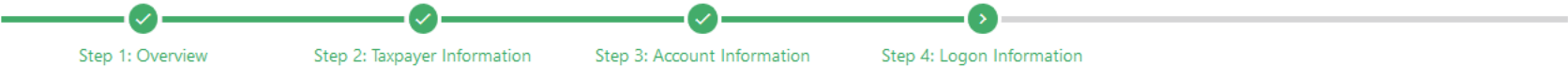
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# Create a Username

## Create a Username



### Profile

Username

ABCUsername

Email Address

example@email.com

Email Address Confirmation

example@email.com

Your Contact Name

Example Name

Create a unique username and enter an email address for your myconneCT profile.

### Phone

Country

USA

Type

Business Phone

Phone Number

(555) 555-5555

Extension

### Security

Password

••••••••

Confirm Password

••••••••

Secret Question

In what city or town was your first

Secret Answer

H@rtford

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain special characters

Note the password requirements.

The Secret Question and Answer will be used if you have trouble logging in with your username and password.

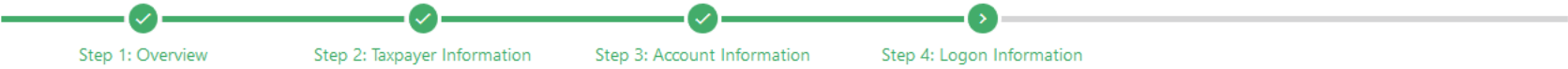
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# Create a Username

## Create a Username



### Profile

Username  
ABCUsername

Email Address  
example@email.com

Email Address Confirmation  
example@email.com

Your Contact Name  
Example Name

### Phone

Country  
USA

Type  
Business Phone

Phone Number  
(555) 555-5555

Extension

### Security

Password  
●●●●●●●●

Confirm Password  
●●●●●●●●

Secret Question  
In what city or town was your first

Secret Answer  
H@rtford

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

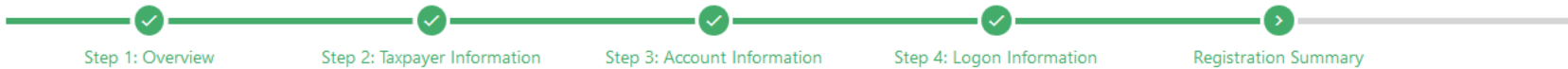
Passwords must contain special characters

Confirm you have entered all of the required information on this page and then click **Next**.

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## Create a Username

### Create a Username



### Profile Summary

Please review the accuracy of the following information. If everything looks correct, click "Submit" to complete this request.

Username	ABCUsername
Name	Example Name
Email	example@email.com
Secret Question	In what city or town was your first job?
Phone Number	+1 (555) 555-5555

Click **Submit** once you have reviewed the Profile Summary information.

[Cancel](#)[< Previous](#)[Submit](#)

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### Confirmation

Your username profile has been created.

Please return to the home page to log in.

Your confirmation number is: **0-000-040-560**

[Printable View](#)[OK](#)

You will receive a confirmation number once you have successfully created your **myconneCT** username. You can print the confirmation for your records if you wish. At this time, you can return to the Welcome page to log in and access your accounts.





[Click here](#) for more tutorials!